



GREENEXT MATERIALS ENERGY PRIVATE LIMITED
Gumi Road, Chhaygaon, Kamrup, Guwahati, Assam - 781017
CIN-U31402AS2022PTC023773, Email- info@gnmaterials.com

Advt No.: GME/Rect/2024/01

Date: 18/03/2024

RECRUITMENT NOTICE

1. Position: Assistant Manager/Business Developer

Job Descriptions	
Qualification and Experience	<ul style="list-style-type: none">• Graduation from reputed Institutes/ Universities with overall first class.• Minimum 2-3 years of industrial experience (Full-time).
Salary and Tenure of appointment	<ul style="list-style-type: none">• Basic pay 12,000 (+ HRA) and other allowances of company.• Appointment will be on full-time basis till retirement of applicants.
Role and Responsibilities	<ul style="list-style-type: none">• Manage multiple projects and coordinating day-to-day tracking of the projects, tasks and schedules.• Product developments, ensuring product quality and availability. Track the progress of product development weekly, monthly, quarterly and annually.• Conduct performance analysis and reviews of projects with agencies. Also evaluate employee performance and identify hiring and training needs.• Strong leadership, problem-solving attitude and flexible to work in shifts.• Strong proficiency in MS Office Suite and other relevant software applications. <p>Perform other duties as assigned by the company authority and team. The above criteria may be relaxed for meritorious candidates with exceptional qualifications, outstanding records and experiences.</p>
Working time	The minimum working time is expected around 56 hours per week.
Other Policies	As per company Norms followed by MCA, GoI.

For

GreeNext Materials Energy Private Limited

Registered Office

Mirzapur, Azara, Kamrup, Guwahati – 781017
Near LGB International Airport, Guwahati, Assam, India